

RESOLUTION NO. 3087

RESOLUTION AUTHORIZING THE MAYOR SIGN "TASK ORDER NO. 2024-02" WITH HLA ENGINEERING AND LAND SURVEYING, INC., FOR PROFESSIONAL SERVICES RELATED TO THE CITY'S LYLE AVENUE WATER MAIN IMPROVEMENTS PROJECT

WHEREAS, the City desires – as part of its Lyle Avenue Water Main Improvements Project (Project) – to make certain water main improvements and construct a pressure reducing valve (PRV) station where one does not currently exist; and

WHEREAS, the entity of HLA Engineering and Land Surveying, Inc. (HLA) is one of the City's contracted engineering firms and provides professional engineering services to the City on a project-by-project basis pursuant to a previously-entered-into Contract for Professional Engineering Services, because the City does not directly employ any engineer(s) on its staff; and

WHEREAS, HLA is willing and able to provide the professional planning services that are necessary for this Project; and

WHEREAS, HLA has drafted a five-page "Task Order No. 2024-02", which recites HLA's scope of work and HLA's expected maximum fees of \$90,000.00; and

WHEREAS, the terms of Task Order No. 2024-02 are acceptable to City staff and City staff recommends that the City Council authorize the Mayor to sign it; and

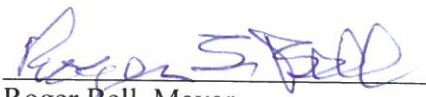
WHEREAS, the City Council finds that good causes exists;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor be and is authorized to sign the five-page Task Order No. 2024-02 with HLA in the form appended hereto.

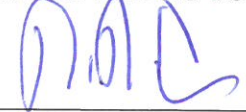
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, this 23<sup>rd</sup> day of January, 2024.

ATTEST:

  
\_\_\_\_\_  
Kim Grimm, Clerk Treasurer

  
\_\_\_\_\_  
Roger Bell, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Rob Case, City Attorney

**TASK ORDER NO. 2024-02**

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SELAH

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

**PROJECT DESCRIPTION:**

**Lyle Avenue Water Main Improvements**  
**HLA Project No. 24054E**

The City plans to loop existing water main extensions serving the Lyle Loop area and install a Zone 2 to Zone 3 pressure reducing valve (PRV) station to provide an additional source of supply and increased fire flow capacity to the area. HLA work will include design and construction engineering. Construction engineering services will be limited to construction meetings, submittal review, periodic site visits, construction contract administration, and preparation of final record drawings. Daily construction observation shall be performed by the City. This project is funded through City reserves. The total estimated project cost is \$400,000, including engineering and contingency.

**SCOPE OF SERVICES:**

At the direction of the City of Selah (CITY), HLA shall provide professional engineering services for Lyle Avenue Water Main Improvements (PROJECT). HLA services shall include the following:

**1.0 Design Engineering**

- 1.1 Provide complete PROJECT management to deliver the PROJECT within mutually determined expectations.
- 1.2 Conduct a topographic survey of the PROJECT area as required to complete design, plans, and specifications, including call for utility locates.
- 1.3 Perform field investigations necessary to design the identified improvements.
- 1.4 Attend meetings with the CITY to address technical aspects of the work related to scope, design, and schedule of the PROJECT. Up to two (2) meetings are anticipated.
- 1.5 Prepare preliminary 30% plans and a cost estimate of improvements for review and approval by the CITY.
- 1.6 Notify private utilities of pending improvements.
- 1.7 Based on approved preliminary engineering plans, perform and present design to CITY at 60% and 90% completion for final coordination.
- 1.8 Incorporate CITY review comments and prepare final draft plans, specifications, and estimate for review and approval by CITY.
- 1.9 Perform quality control and assurance review of all final documents.
- 1.10 Prepare Engineer's construction cost estimate.

- 1.11 Provide final plans and specifications to the CITY in electronic format suitable for printing and use at time of bid advertisement. It is anticipated HLA will prepare one (1) complete set of plans and specifications for one bid call; additional bid packages will be considered additional services.
- 1.12 Prepare advertisement for bids. Coordinate with CITY on number and location publications. All advertising fees to be paid by the CITY.
- 1.13 Post documents to HLA website and notify potential bidders, utility companies, and plan centers of PROJECT posting, and maintain planholder list.
- 1.14 Answer and supply information as requested by prospective bidders.
- 1.15 Prepare and issue addenda to contract documents, if necessary.
- 1.16 Attend bid opening and participate in the bid evaluation process.
- 1.17 Prepare summary of bids received and review bidder's qualifications and responsiveness.
- 1.18 Make recommendation of award to the CITY for construction contract.

## **2.0 Construction Engineering**

- 2.1 Following Council award authorization, prepare Notice of Award to the Contractor, assemble construction contract documents, and coordinate execution with the CITY and Contractor.
- 2.2 Review Contractor's submission of certificate of insurance and contract bond.
- 2.3 Coordinate and facilitate preconstruction meeting with the CITY, Contractor, private utilities, and affected agencies.
- 2.4 Prepare and transmit notice to proceed to Contractor.
- 2.5 Furnish a field survey crew to provide geometric control, including construction staking.
- 2.6 Furnish a qualified resident engineer (inspector) to provide periodic site visits to confirm compliance with the water main plans and specifications, and to witness disinfection procedures and pressure tests on new water mains. Daily construction observation shall be performed by the CITY, including completion of daily reports; tracking and measurement of all bid items and associated quantities, including force account work; and PROJECT photographs.
- 2.7 Respond to contractor requests for information (RFI).
- 2.8 Interpret plans and specifications when necessary.
- 2.9 Prepare weekly statements of working days.
- 2.10 Consult and advise the CITY during construction and make final review and report of the completed work with CITY representatives.
- 2.11 Review acceptance sampling and testing for construction materials.
- 2.12 Review Contractor's submission of samples and shop drawings.
- 2.13 Attend construction meetings anticipated once per week during the duration of improvements.
- 2.14 Perform measurement and computation of pay items.

- 2.15 Prepare and provide monthly progress estimates to the CITY and recommend progress payments for the Contractor.
- 2.16 Prepare proposed contract change orders and/or force account computations as required.
- 2.17 Conduct final walkthrough inspection with the Contractor, CITY, and HLA. Prepare and transmit punchlist to Contractor.
- 2.18 Prepare and furnish record drawings and field notes of completed work in accordance with PROJECT field records provided by the resident engineer.
- 2.19 Prepare and submit recommendation of PROJECT acceptance.
- 2.20 Prepare and submit Notice of Completion of Public Works Contract (NOC). Monitor lien releases from state agencies.
- 2.21 Notify CITY when retainage may be released.

### **3.0 Additional Services**

Provide professional engineering services for additional work requested by the CITY that is not included in this Task Order.

### **4.0 Items to be Furnished and Responsibility of the CITY**

The CITY will provide or perform the following:

- 4.1 Provide full information as to CITY requirements of the PROJECT.
- 4.2 Assist HLA by providing all available information pertinent to the PROJECT relative to completion of design and construction of the PROJECT.
- 4.3 Assist HLA with the coordination of improvements with utility companies and adjacent property owners or developers and assist with securing access to private properties along the alignment to gather necessary design information.
- 4.4 Assist HLA with utility research including removing sediment from catch basins, manholes, and valve boxes, to determine existing pipe sizes, materials, and depths.
- 4.5 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 4.6 Obtain approval of all governmental authorities with jurisdiction over the PROJECT, and approvals and consents from other individuals or bodies as necessary for completion. Pay all review fees and costs associated with obtaining such approvals.
- 4.7 Pay for all necessary permit fees, DOH review fees, and audit costs.
- 4.8 Pay for advertising, notices, or other publications as may be required.
- 4.9 Complete daily construction observation, including daily reports; tracking and measurement of all bid items and associated quantities, including force account work; take PROJECT photographs; coordinate periodic site visits by HLA, and provide full construction observation information to HLA.

## **TIME OF PERFORMANCE:**

Following receipt of signed Task Order, HLA will diligently pursue completion of the PROJECT based on the following anticipated schedule:

### **1.0 Design Engineering**

- 2.1 HLA will provide 60% draft plans, 60% draft specifications, and 60% cost estimate for CITY review within twenty (20) working days from receipt of signed Task Order.
- 2.2 90% draft plans, specifications, and estimate will be provided within ten (10) working days of receiving CITY comments on 60% plans, specifications, and estimate.
- 2.3 100% draft plans, specifications, and estimate will be provided within ten (10) working days of receiving CITY comments on 90% plans, specifications, and estimate.
- 2.4 Final plans, specifications, and estimate will be provided to the CITY within five (5) working days of receiving comments on 100% draft plans, specifications, and estimate.

### **2.0 Construction Engineering**

- 2.1 Engineering services during construction of the PROJECT shall begin upon construction contract award by the CITY to the lowest responsible bidder and shall extend through the completion of construction, and completion of as-constructed drawings.
- 2.2 Construction engineering services shall begin upon construction contract award by the CITY to the lowest responsible bidder and extend through the completion of construction, and completion of as-constructed drawings.
- 2.3 A maximum of twenty-five (25) working days has been assumed for the construction of the improvements, utilizing a standard 40-hour work week.
- 2.4 Should the Contractor be granted time extensions for construction completion due to recognized delays, requested additional work, and/or change orders, services during construction beyond the twenty-five (25) total working days shall be considered additional services.

### **3.0 Additional Services**

Time for completion of work directed by the CITY under additional services shall be negotiated and mutually agreed upon at the time service is requested by the CITY.

## **FEE FOR SERVICE:**

For the services furnished by HLA as described under this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be revised only by written agreement of both parties.

### **1.0 Design Engineering**


All work for Design Engineering services shall be performed for the lump sum fee of \$40,000.

### **2.0 Construction Engineering**

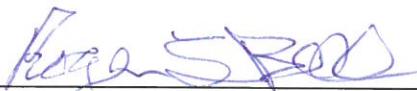
All work for Construction Engineering services shall be completed on an hourly basis, at normal hourly billing rates, for the estimated maximum fee of \$50,000. If the Contractor is granted additional working days beyond those identified in the Time of Performance, then work shall be considered Additional Services.

**3.0 Additional Services**

Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA will perform additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non salary expenses such as laboratory testing, printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

**Proposed:**   
HLA Engineering and Land Surveying, Inc.  
Michael T. Battle, PE, President

1/17/2024  
Date

**Approved:**   
City of Selah  
Roger Bell, Mayor

1/23/2024  
Date